IOWAccess Project 9
STAWRS
Team Meeting
September 10, 1998

1. Welcome and Introductions
Team members introduced themselves.

Team Members Present:
Wayne Cooper
Renny Dohse
Larry Venenga
Diana Thompson

By speakerphone:
Rich Columbo
Donna Hockensmith
Ron Greenwell

ITS Staff:
Linda Plazak

Iowa Interactive Staff:
Kent Hiller
Jeff Cox

Staff:
Ruth Melone

2. Update on Steering Committee Demonstration
On August 20, Jim Rowland and Dohse gave a demo of the STAWRS application to the Steering committee and Citizens' Network Committee. The demonstration went well and there were few questions from the committees.

3. Update on software/documentation finalization
Columbo reported that Butler and Rowland will call Dohse tomorrow to give a complete update. Columbo thought that they were nearly completed with the software and documentation.
Dohse stated that the application was to be fully developed and delivered by next week.

4. Discussion and decisions on internet applications

IRS staff stated that they would like to do a live filing for the first quarter of 99 and make sure that it works before starting on the internet application. Two live filings with no problems is the minimum requirement before using the internet at the federal level.

There has been parallel testing with six employers so far. This will create the software and documentation. Moving to 200 employee company is not difficult, but a leap to 1,000 employees is a bigger step. IRS would distribute software to the employers.

This application would not be used for more than 200.

Hiller stated that on the assumption that everything is complete and working here, the feds receive the output - Iowa gets Iowa data and federal data.

SCI software will break up the data and complete the EDI transmit to the IRS.

The entry point is a legal issue.

Columbo stated that building a framework is fine. What do we want to have done and in what timeframe? What resources are required for the additional pieces? What decision points are there within the project? Columbo stated that a project plan should be in place before beginning work.

Dohse – we can go ahead, use our remaining $118,000, get a software developer, and create VSP and UI contribution report. IRS would be able to add on.

Columbo has program dollars to support the Iowa project until a decision point is reached on whether to continue forward or not.

There was discussion regarding visiting Iowa in October to discuss the internet application.

How does this project fit with the Iowa Interactive gateway?

Columbo stated that it will be okay to use the gateway once the project is up and running smoothly. When is the data considered files or accepted for federal purposes? Hiller stated that there will be virtually no lag time between the gateway and being received in the state agency.

Hockensmith stated that the IRS transmitters must be registered. One of the requirements with the IRS is that any contractor used for any part of the processing that touches federal data has to go through all of the requirements to be an agency and also must meet the security requirements. Plazak stated that C2 security is built into the RFP for Iowa Interactive. Hockensmith stated that it's less of a technical question than a legal question. This hasn't been done before, so it needs to be cleared a lot of different people. The agency is working on internet issues.

Dohse asked what needs to be done to find out if Iowa Interactive can become an agent of the IRS or be cleared to work on this project.

Hockensmith and Columbo will put together a list, by the end of the month of all the requirements needed to get Iowa Interactive cleared, It will have many of the same requirements as Montana.

Dohse stated that Project 9 has funds left to develop an internet application if Iowa Interactive doesn't develop the application. We need to resolve whether we can use the gateway.

Hockensmith stated that it's all right to proceed with building the web component for the state data, and put aside the federal portion for now.

Plazak asked how to get C2 certification. Hockensmith stated a risk analysis, physical controls on the system, background checks, etc.   IRS Security issues the certification. Hockensmith will check on the issue.

Plazak asked for clarification on the difference between information submitted electronically, and people doing the keying. Hockensmith stated that it's basically the same.

Hockesnmith will create a list of everything the IRS needs in terms of securiuty to see if the gateway will satisfy that. Hockensmith will ask us for a high-level sytems design with system descriptions, a copy of the contract (may require extra caveats).

Hiller stated that there are three segments involved: IWD information; Revenue & Finance information; and federal information. Iowa Interactive can proceed with building pieces one and two. If they can find out what the data structure is, it can be designed to fit the structure that the IRS would like.

The gateway can split up the data, or IWD can split up the data, Liability question – does Iowa Interactive serve as the contractor, or as the passthrough to IWD? The liability issue – who is accountable for the tax reports.   Who will be the agent of the IRS?

Plazak asked about the digital signature issue. Hockensmith stated that this is one of the items that will be part of the list of requirements.

3.   Discussion and decisions on live testing
Delayed.

4. Status of Project 9 Final Report – Renny
A first draft is nearly completed and will be submitted on time.

5. Evaluation – any remaining issues with VRI and IOWAccess

Venenga is trying to reach the vendor at Vector. Evaluation results are due December 15.   A draft of the evaluation was sent to Cooper two-three weeks ago.

6. Other issues
None.

7. Agenda for next meeting
The documents that will be received from DC next week will be completed by the first of October. The final team meeting will be the regularly scheduled meeting for October – Thursday, October 15.